

Senior Leadership Team minutes 17 December 2018

Details of attendees are provided at the end of the minutes.

1. Introductions and apologies

Apologies were received from Emma Bate and Anneke Schmider.

2. Matters arising from the previous meeting

Minutes

The minutes of the last meeting were agreed.

Outstanding Actions

There were no updates to the Outstanding Actions.

3. Updates from Executive Team Meetings

Issue

There were no issues to raise from recent Executive Team meetings.

4. Operations Executive Directorate Business Plans

Representatives from the Operations Executive Directorate (Ops ED) summarised the status of work across the Ops ED.

In considering the Business Plans, SLT discussed the following:

- the work of the Ops ED needed to be a key factor in to the ICO's communications and speaking activity.
- SLT commented that there could also be benefits of identifying cases which represented emerging major issues.
- how the ICO's priorities may be received by the external audience, particularly relating to the focus on international stakeholders and activities. SLT recognised this potential perception, but confirmed that the focus on international work should remain, due to the environment of international flows of personal data. Data had become a valuable economic resource which would be a vital consideration for the UK's future international trade deals.

Issue

Each Executive Directorate had now presented Business Plans in the new format, but there was a need to be done to identify interdependencies between the Business Plans.

Decision

SLT to consider the interdependencies between the Business Plans at its next meeting.

Action

Chris Braithwaite to ensure that SLT consider the interdependencies between the Business Plans at its next meeting.

5. SLT Sub-Group – Governance Arrangements

Issue

The report identified proposals to amend the ICO's governance arrangements, including changes to the frequency of SLT meetings and decision-making ET meetings, clarifying the roles of these meetings, developing a scheme of delegation for the ICO, and redefining the role of the Steering Groups (to be known as Service Delivery Groups).

Decision

The proposals set out in the report were approved.

Action

Louise Byers to complete the Scheme of Delegation by the end of the current financial year.

Chris Braithwaite to update the schedule of meetings in line with the report's proposals.

Issue

SLT discussed their role in light of the new arrangements.

Decision

Although the approach would be flexible to ensure SLT could respond to the needs of the business, typically:

- the first SLT meeting each month will consider: issues in relation to strategies, regulatory priorities, cross-organisation dependencies, resourcing, collaboration and major projects; commissioning new workstreams.
- the second SLT meeting each month will consider: one Executive Directorate's Business; business-as-usual decision; updates on significant corporate risks; and similar business.

Action

Chris Braithwaite to develop a work programme framework for SLT in line with the discussion.

Robert Parker to develop internal communications (aimed at managers) regarding the new structure to explain how and where decisions will be made.

6. Service Framework

Issue

Paul Arnold provided an update regarding work identify the services which the ICO provides and the skills, competencies and capabilities which were needed to achieve this. This workstream would be taken forward by the SLT Sub-Group responsible for the delivery of the People Strategy. In addition, workshops would be held with all staff in February to progress this work.

Action

Paul Arnold to circulate further information to SLT regarding the service framework.

7. Resource Review

Issue

The report set out proposals to implement a quarterly process for authorising staffing and resourcing requests. This would include issues such as addressing skills gaps and training requirements.

It was confirmed that this process would only apply to new roles, not filling existing vacancies.

Decisions

The proposals set out in the report were approved.

Action

Andrew Hubert to submit the first report regarding resourcing requests to SLT on 29 January 2019.

Robert Parker to develop internal communications to explain the new process for resourcing requests.

8. EU Exit

Issue

SLT received an update regarding work to prepare for the UK's EU Exit, including the recent publication of "No Deal" guidance. SLT was informed of the contingency plans to address increases in demand.

SLT was informed that the ICO had supported DCMS on the preparation of the EU Exit Statutory Instrument.

9. Grants Programme

Issue

The report set out proposals for the award of Research Grants in 2018/19.

Decision

The award of the first three grants set out in the report were approved. Further information would be provided to ET to allow them to determine the award of the fourth grant.

Action

Lynne Currie and Simon McDougall to provide ET with further information regarding the fourth research grant application listed in the report, to allow ET to make a decision regarding this grant.

10. Risk and Opportunity Register Review

Issue

The risk and opportunity register was presented for review. No additional changes were proposed to the register.

Decision

Steering Groups (Service Delivery Groups) to review the risk register to ensure that mitigating actions are up to date and the risk scores remain accurate.

Action

Chris Braithwaite to ensure that Steering Groups (Service Delivery Groups) review the risk register to ensure that mitigating actions are up to date and the risk scores remain accurate.

11. November 2018 Management Accounts

Issue

The Management Accounts were presented for information. SLT noted the commentary in relation to staffing costs, the organisation's resourcing requirements and the pay progression proposals.

12. Any Other Business

Issue

Paul Arnold informed SLT that a Q&A session on pay progression proposals would be held for staff the following morning.

Attendance Members

Elizabeth Denham	Information Commissioner
Paul Arnold (Chair)	Deputy Chief Executive Officer (Executive Director – Corporate Strategy & Planning)
Jonathan Bamford	Director of Strategic Policy (Domestic Policy)
Gill Bull	Director of FOI Complaints and Compliance
Louise Byers	Director of Corporate Affairs and Governance
James Dipple-Johnstone	Deputy Commissioner (Executive Director – Operations)
Steve Eckersley	Director of Investigations
Mike Fitzgerald	Director of Digital, IT and Customer Services
Suzanne Gordon	Director of Data Protection Complaints and Compliance
Andrew Hubert	Director of Resources
Ian Hulme	Director of Regulatory Assurance
Simon McDougall	Executive Director – Technology Policy and Innovation
Andy White	Director of High Profile Investigations and Intelligence
Amanda Williams	Director of Strategic Policy (Parliament and Government Affairs)
Steve Wood	Deputy Commissioner (Executive Director – Strategic Policy)

Attendees

Robert Parker	Head of Communications
Lynne Currie	Head of Innovation (for item 9)
Robert McCombe	Senior Policy Officer (for item 9)

Secretariat

Chris Braithwaite	Senior Corporate Governance Manager
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